

**SUMMARY OF THE
ON-SITE ASSESSMENT COMMITTEE MEETING
JUNE 12, 2002**

The On-Site Assessment Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Wednesday, June 12, 2002, at 1:00 p.m., Eastern Daylight Time (EDT). Chairperson Mr. Alfredo Sotomayor of the Wisconsin Department of Natural Resources led the meeting. The Agenda is given in Attachment A. A list of Action Items is given in Attachment B. A List of Participants is given in Attachment C. The purpose of the meeting was to address items of importance identified in the Agenda.

INTRODUCTION

Mr. Sotomayor called the meeting to order by taking attendance and reviewing the agenda.

AGENDA REPAIR

The agenda was not altered.

ANNOUNCEMENTS

- Mr. Sotomayor will attend the Board of Directors teleconference June 13, 2002 to report what the On-Site Assessment Committee will be doing in their session at NELAC 8.
- Proposed changes to the Constitution and Bylaws were discussed at the last teleconference, but time did not allow the conversation to conclude. They will be discussed later in this teleconference, if time permits.

STATUS OF ACTION ITEMS

- David Friedman has reserved the date of October 15, 2002, for the Assessor Forum, and has sent Mr. Sotomayor confirmation.
- Mr. Sotomayor has created the form to solicit information about AA assessors and sent it via e-mail to the committee for discussion today.
- Mr. Sotomayor has not yet composed a message of possible topics or questions for assessors to consider as part of the electronic forum.

REVIEW OF MINUTES

The minutes from the May 29, 2002, teleconference were reviewed and approved as written.

ASSESSOR'S ELECTRONIC FORUM

The agenda and presentation for the assessor's electronic forum still need to be developed. It is up to the committee to decide what will be discussed. All presentations and the agenda need to be prepared in Power Point so that they can easily be loaded and ready to view. A presentation will be

done at NELAC 8 to inform people of the forum, which will be held October 15, 2002, from 1:00-4:00 pm EST.

During the assessor's electronic (Internet) forum, there will be 80 telephone lines available: one line for each state, one line for each region, and one line for each of the committee members. Because of the limited number of available lines, not everyone will be able to register who would like to do so. Therefore, the question was raised regarding registration for the electronic forum. Committee members discussed whether participants of the forum should be invited guests only, the first to register, or leave it up to the NELAP AAs to determine who ought to attend. It was decided to limit the registration for assessors and invited guests only. For those who are not able to register for the forum, all materials will be archived and accessible via the internet at a later date.

A question was posed to the committee members asking who would be hosting the forum. It was determined that Mr. Friedman would host the one in October, but that the Chair of the On-Site Assessment Committee would host any future forums.

Committee members reviewed the letter, created by Mr. Sotomayor, which will be sent to NELAP AAs, states, and regional contacts for their input regarding the electronic forum. Language was discussed and many changes were made to reflect that topics discussed at the forum could satisfy the refresher course requirement. Each Accrediting Authority will have the option to accept this forum as fulfilling the requirements for assessors' training. Mr. Friedman will update the draft of the letter to reflect these changes and distribute via e-mail to each committee member. Mr. Sotomayor will finalize the letter and send it to the agency, state, and AA contacts.

Forms will be sent along with the letter requesting assessor contact information. A suggestion was made to identify the assessor's area of expertise (microbiology, chemistry, etc.) on the form. Everyone agreed on the suggestion as well as the format of the form.

CITING DEFICIENCIES IN ASSESSMENT REPORTS

During the last teleconference Marlene Moore brought up an issue regarding assessment reports and whether or not there are guidelines for an assessor to determine which deficiencies should be cited. Chapter 4.1.2 states that laboratories shall be furnished with a report documenting **any** deficiencies found by the assessor (the assessment report). This implies that any, and therefore all, deficiencies should be cited in the assessment report. Discussion ensued regarding what is defined as a deficiency and whether or not a laboratory should be cited for an isolated incident. Santos Urrea brought to the attention of the committee that a manual from the American Society for Quality (ASQ) states:

A single observation, which is minor and easily corrected, may be an isolated incident. The auditor should make note of the observation, but may choose not to include it in the audit report, concentrating his/her efforts on bigger problems instead. Other single observations may not be corrected as quickly and easily and should be included in the audit report with corrections requested.

The committee agreed that this language could be reviewed for possible submission to the Accreditation Process Committee for inclusion in the new Standards. Mr. Urrea will fax this language to the On-Site Committee members.

ADJOURNMENT

Mr. Sotomayor adjourned the meeting as there was no further business to discuss.

NEXT TELECONFERENCE

The next teleconference is scheduled for Wednesday, June 26, at 1:00 p.m., EDT.

**AGENDA
ON-SITE ASSESSMENT COMMITTEE MEETING
JUNE 12, 2002**

1:00 – 1:05	Attendance
1:05 – 1:15	Agenda Repair Announcements Status of Action Items Approval of Past Minutes
1:15 – 1:45	Assessor's Electronic Forum
1:45 – 2:25	Citing Deficiencies in Assessment Reports
2:25 – 2:30	Next Steps/Adjournment

**ACTION ITEMS
ON-SITE ASSESSMENT COMMITTEE MEETING
JUNE 12, 2002**

Item No.	Date Proposed	Action	Date to be Completed
1	6/12/02	Mr. Sotomayor will contact the Board of Directors to get a list of contacts he will send the letter and form to.	6/26/02
2	6/12/02	Mr. Urrea will send ASQ language regarding deficiency reporting to committee members.	ASAP
3	6/12/02	Mr. Friedman will e-mail his draft of the letter regarding the electronic forum to Committee members for their review and comments.	ASAP
4	6/16/02	Mr. Sotomayor will finalize the letter and forms soliciting assessor contact information.	06/17/02
5	5/15/02	Mr. Sotomayor will compose a message of possible topics or questions for assessors to consider as part of the electronic forum.	6/26/02

**PARTICIPANTS
ON-SITE ASSESSMENT COMMITTEE MEETING
JUNE 12, 2002**

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